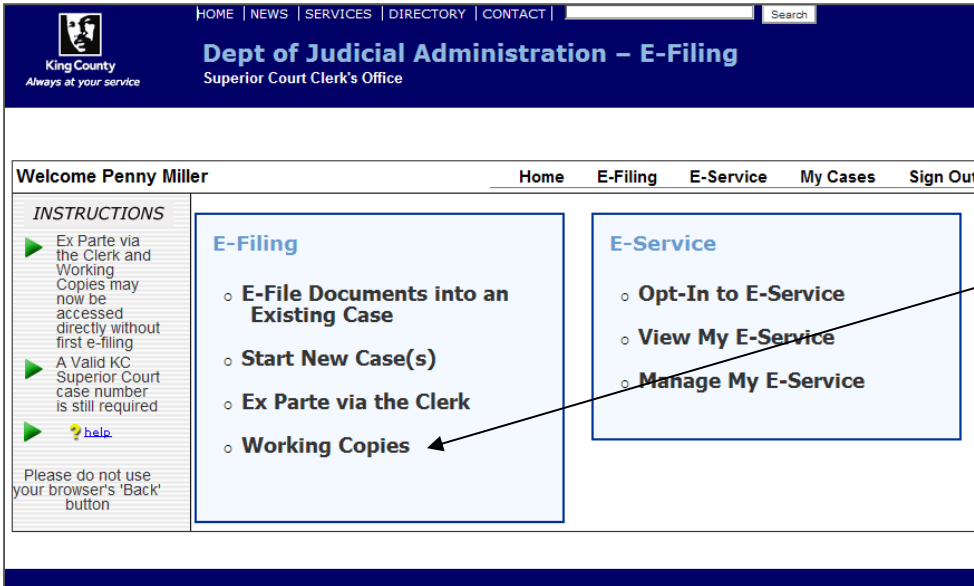


How to Submit eWorking Copies Without First E-Filing a Document

You may electronically submit working copies to your Judge or calendar via the eFiling application. Your eWorking Copies will be considered received by the Court as soon as they are received by the Clerk. Please note that all local rules determining your deadlines for submission of working copies apply. A service charge of \$20.00 is assessed for each eWorking Copies set submitted, plus the eCommerce transaction fee of \$2.49 for use of a credit card or \$1.99 for an internet check. For additional eWorking Copies information, please visit: www.kingcounty.gov/courts/Clerk/E-Working%20Copies or call: 206-205-8421.



After logging on to the eFiling Application

- From the 'Home' page, choose 'Working Copies'



Enter Case Number

- Enter the Superior Court case number.
- Do not include the case assignment designation (KNT or SEA).

Click 'Next'.

How to Submit eWorking Copies Without First E-Filing a Document

Enter Hearing Information



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INSTRUCTIONS

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Adobe Get Adobe Reader

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies – Court Hearing Information

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Hearing Location and Date

Location of hearing: Seattle - SEA Hearing Date: 7/6/2011

Judge or Calendar

Judge Yu

Calendar Chief Civil

Hearing Type

With Oral Argument 1:30 PM

Without Oral Argument

Submission Type

Motion

Motion for Summary Judgment

Response

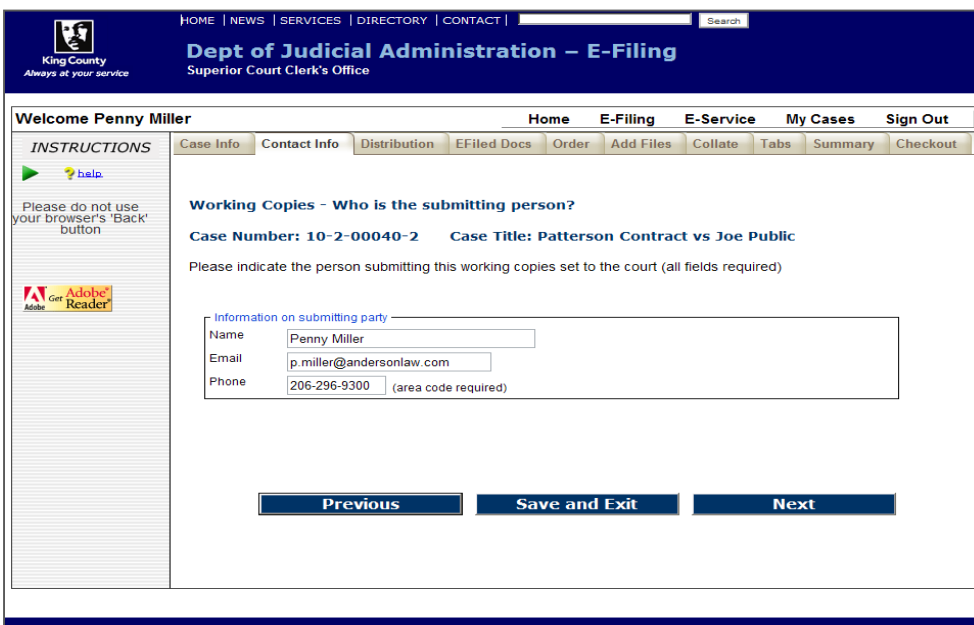
Reply

Other

Go Home Save and Exit Next

- Select the hearing location from the options provided.
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Select whether your hearing is to be heard by an assigned judge **or** on a court calendar. If you choose an assigned judge, please type in the name.
- Select whether your hearing is **with** or **without** oral argument. If **'With Oral Argument'** is selected, choose the correct time from the drop down options.
- Select the Submission Type by selecting the corresponding radio button.
- When finished click **'Next'**.

Enter Contact Information



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Working Copies – Who is the submitting person?

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Please indicate the person submitting this working copies set to the court (all fields required)

Information on submitting party

Name Penny Miller


Email p.miller@andersonlaw.com

Phone 206-296-9300 (area code required)

Previous Save and Exit Next

- Enter the contact information for the person who can be reached in the event the Clerk has a question about the eWorking Copies submission.
- When finished click **'Next'**.

How to Submit eWorking Copies Without First E-Filing a Document



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Superior Court Clerk's Office

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Case Info Contact Info **Distribution** Documents Order Add Files Collate Tabs Summary Checkout

Working Copies - Distribution List

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Add yourself and up to four additional recipients to receive copies of the signed order

Distribution List

No contacts have been added

First Name Penny
Last Name Miller
Address 516 3rd Ave
Address2
City Seattle
State Washington
Zip 98104
Email p.miller@andersonlaw.com
Phone 206-296-9300 (area code required)

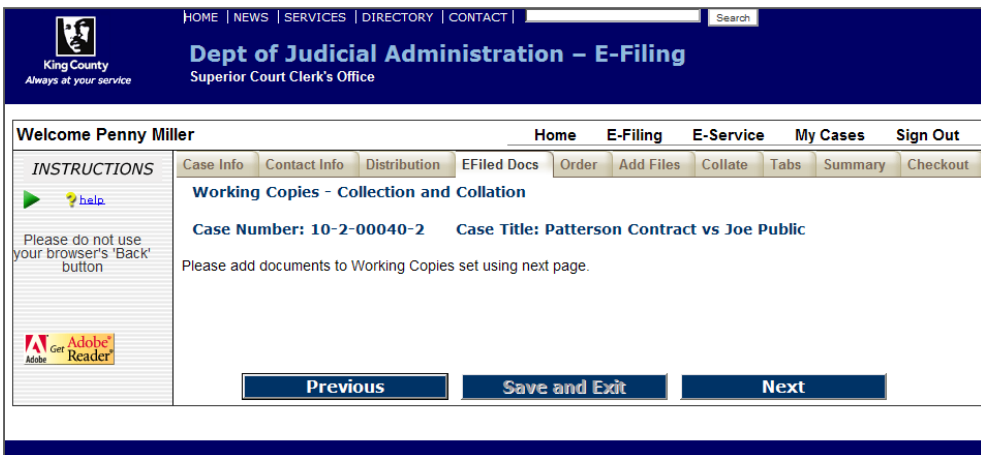
* Required Fields

Add Contact

Previous Save and Exit Next

Enter Address Information

- At the Distribution List screen, you may provide up to five addresses for persons you would like to receive a copy of the signed order. At least one address is required.
- To create a mailing label fill in the required name and address fields. When complete click **'Add Contact'**.
- The address information will appear in the **'Distribution List'**. Repeat the process for each mailing address.
- When finished click **'Next'**.



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Superior Court Clerk's Office

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Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution **EFiled Docs** Order Add Files Collate Tabs Summary Checkout

Working Copies - Collection and Collation

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

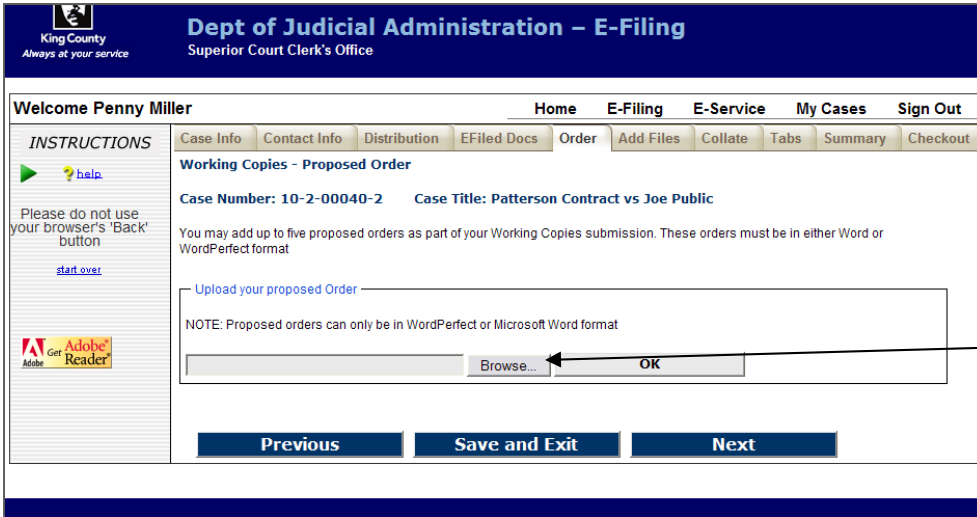
Please add documents to Working Copies set using next page.

Previous Save and Exit Next

E-Filed Documents

- This page is inactive as you bypassed the e-filing process.
- Click **'Next'** to continue

How to Submit eWorking Copies Without First E-Filing a Document



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Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Proposed Order

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You may add up to five proposed orders as part of your Working Copies submission. These orders must be in either Word or WordPerfect format

Upload your proposed Order

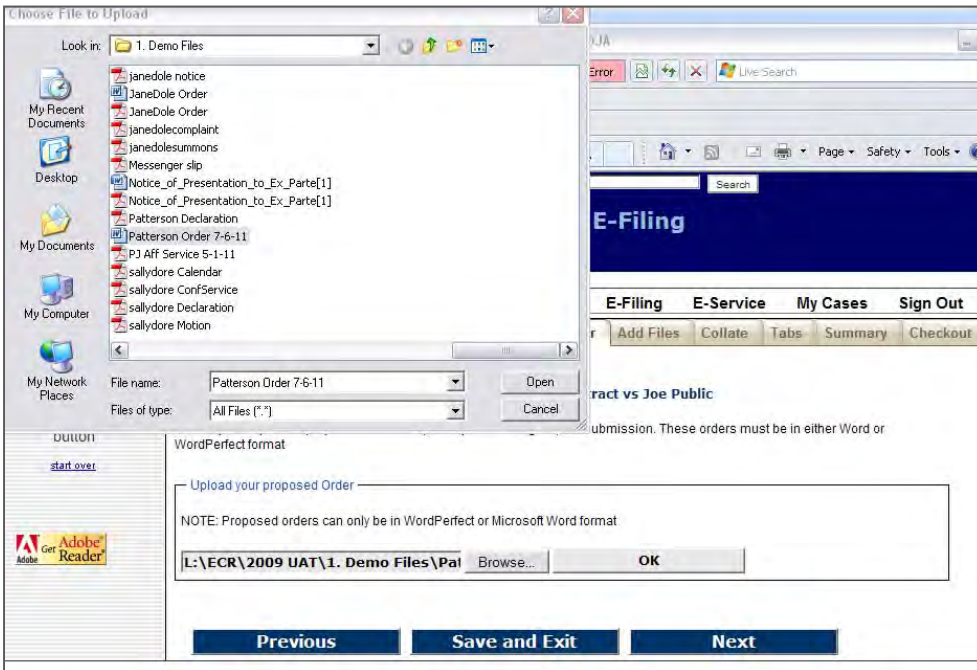
NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format

Browse... OK

Previous Save and Exit Next

Upload Proposed Order(s)

- Proposed Order(s) must be MS Word (.doc or .docx) or WordPerfect (.wpd or .wpdx) files.
- Click **'Browse'** to open a **'Choose File'** window on your computer, which allows you to upload the document(s).



Choose File to Upload

Look in: 1. Demo Files

My Recent Documents Desktop My Documents My Computer My Network Places

File name: Patterson Order 7-6-11

Files of type: All Files (*.*)

Open Cancel

WordPerfect format

Upload your proposed Order

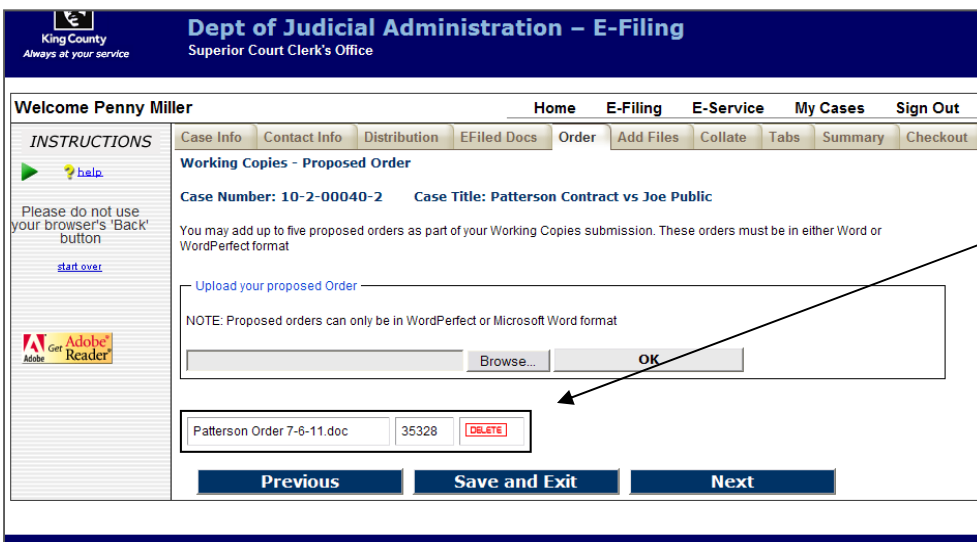
NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format

L:\ECR\2009 UAT\1. Demo Files\Pal Browse... OK

Previous Save and Exit Next

Choose Document

- Browse your computer or network drive to locate the document you wish to upload as a proposed order.
- After choosing the document click **'Open'**.
- The chosen file name and location will be displayed in the **'Document File Name:'** field.
- Click **'OK'**.



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Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Proposed Order

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Browse... OK

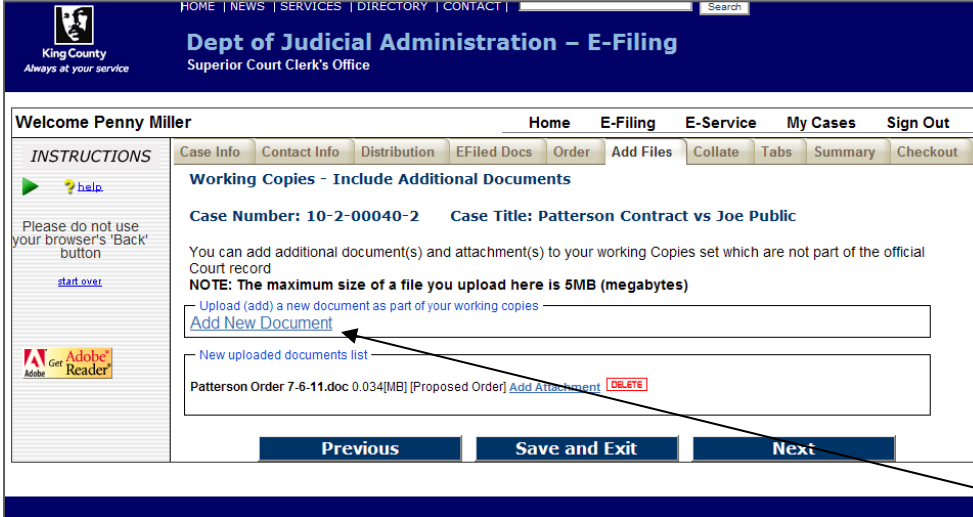
Patterson Order 7-6-11.doc 35328 DELETE

Previous Save and Exit Next

Proposed Orders

- You may add up to 5 proposed orders. Orders must be in MS Word or WordPerfect file format.
- When finished click **'Next'**.

How to Submit eWorking Copies Without First E-Filing a Document



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Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record

NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies

[Add New Document](#)

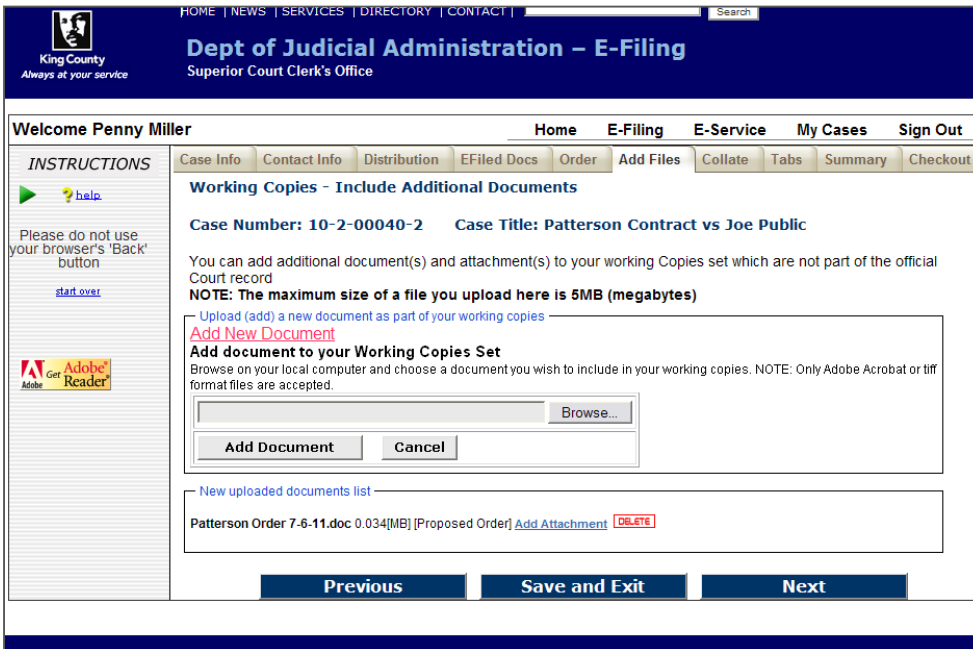
New uploaded documents list

Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] [Add Attachment](#) [DELETE](#)

Previous Save and Exit Next

Include Additional Documents

- You may include additional documents to your working copies submission.
- If you do not have any additional documents to add you may click 'Next'.
- To add additional documents, click 'Add New Document' link.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Superior Court Clerk's Office

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Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record

NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies

[Add New Document](#)

Add document to your Working Copies Set

Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

[Browse...](#)

[Add Document](#) [Cancel](#)

New uploaded documents list

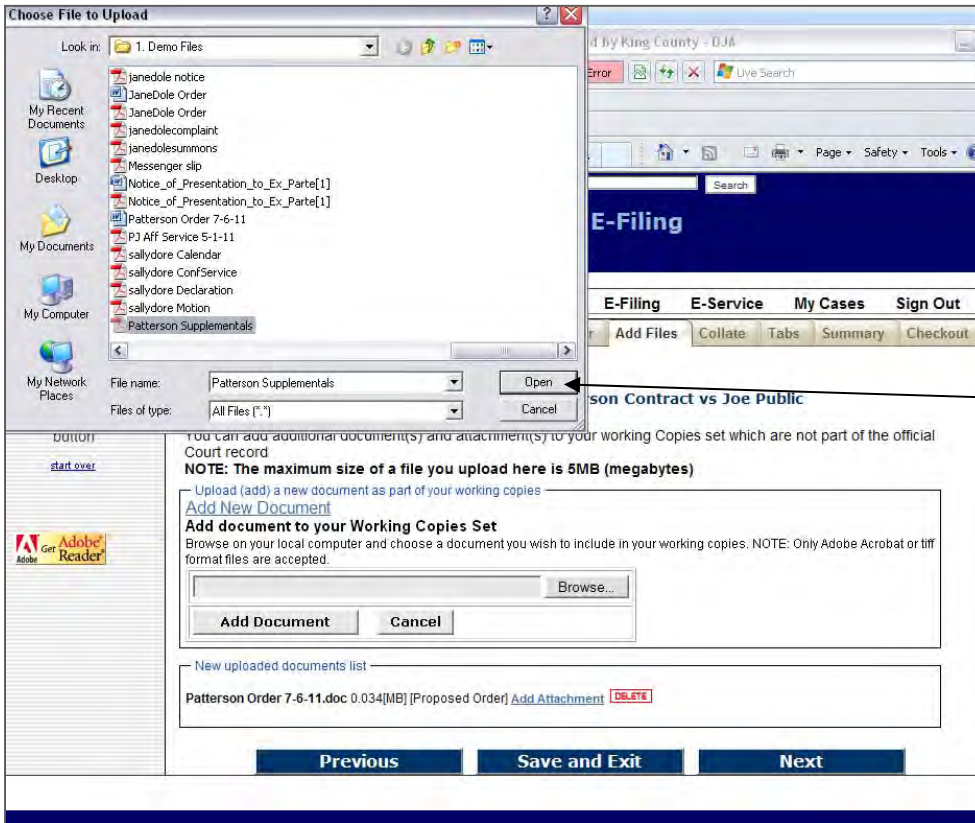
Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] [Add Attachment](#) [DELETE](#)

Previous Save and Exit Next

Locate Additional Document

- Click 'Browse' to open a 'Choose File' window on your computer, which will allow you to upload the selected document.

How to Submit eWorking Copies Without First E-Filing a Document



Choose Document


- Browse your computer or network drive to locate the document you wish to upload to your working copies submission.
- After choosing the document click 'Open'.



Upload Document

- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'Add Document'
- Repeat steps to add additional documents.
- When finished click 'Next'.

How to Submit eWorking Copies Without First E-Filing a Document



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INSTRUCTIONS

Please do not use your browser's 'Back' button

[start over](#)

Adobe Reader

Working Copies - Arrange Your Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Arrange your working copies for presentation to the court

Change Order	Print Order	Document(s)	Size
↓	1	Patterson Motion.pdf	17660 KB
↑	2	Patterson Notice.pdf	17660 KB
↓	3	Patterson Declaration.pdf	17660 KB
↑	4	Patterson Supplementals.pdf	0 KB
↑	5	Patterson Order 7-6-11.doc	35328 KB

Working Copies document count: 5 Total size of documents: 0.084 MB

Previous Save and Exit Next

Collate Documents

- You can organize the order in which your documents will be presented to the court.
- Use the arrow buttons to move the document priority up and down in this list.
- When finished click 'Next'.



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INSTRUCTIONS

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Adobe Reader

Working Copies - Create and Insert Tabs

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Manage the location and type of tabs for your working copies. Your tabs can be inserted between documents, and/or within a document. Your first choice is to determine which type of tabs you wish to use: Alpha tabs, which will auto-order the tab names beginning with A; numeric tabs, which will auto-order the tab names beginning with 1; or custom, where the tab names are entirely free-form and must be defined in each tab by you.

Print Tab Type: Alpha Update View

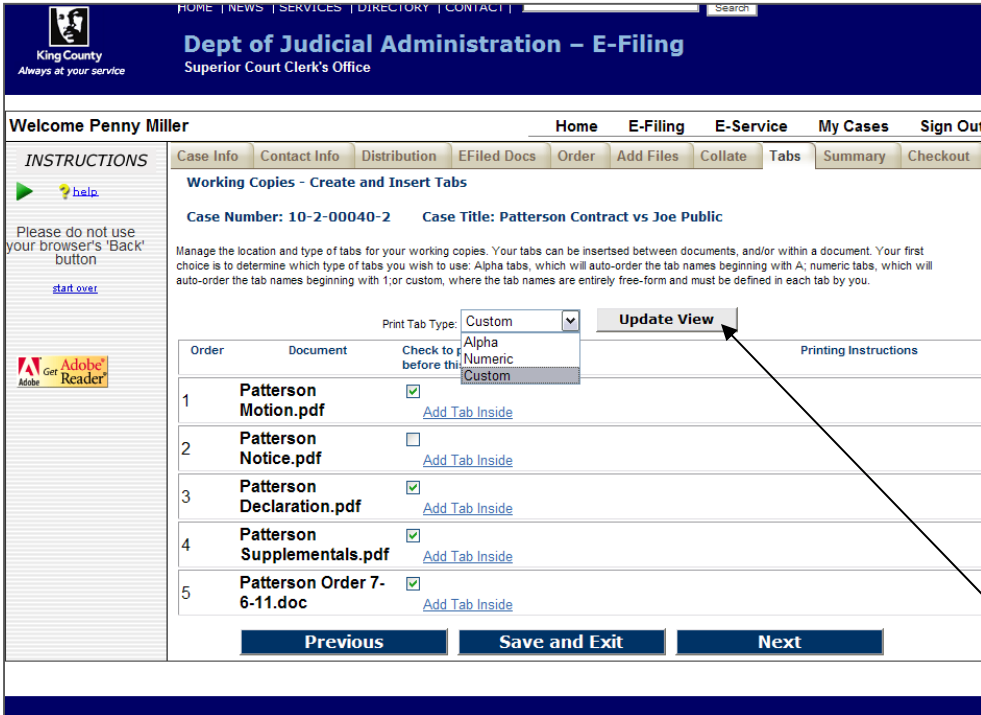
Order	Document	Check to place a tab before this document	Printing Instructions
1	Patterson Motion.pdf	<input type="checkbox"/>	Add Tab Inside
2	Patterson Notice.pdf	<input type="checkbox"/>	Add Tab Inside
3	Patterson Declaration.pdf	<input type="checkbox"/>	Add Tab Inside
4	Patterson Supplementals.pdf	<input type="checkbox"/>	Add Tab Inside
5	Patterson Order 7-6-11.doc	<input type="checkbox"/>	Add Tab Inside

Previous Save and Exit Next

Add Tabs to Your Submission

- You may identify tabs to be printed and included with your submission.
- You are able to choose 'Outside' or 'Inside' tabs, or a combination of both types of tabs.

How to Submit eWorking Copies Without First E-Filing a Document



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Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

help.

Please do not use your browser's 'Back' button

start over

Adobe Reader

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Create and Insert Tabs

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Manage the location and type of tabs for your working copies. Your tabs can be inserted between documents, and/or within a document. Your first choice is to determine which type of tabs you wish to use: Alpha tabs, which will auto-order the tab names beginning with A; numeric tabs, which will auto-order the tab names beginning with 1; or custom, where the tab names are entirely free-form and must be defined in each tab by you.

Print Tab Type: Custom

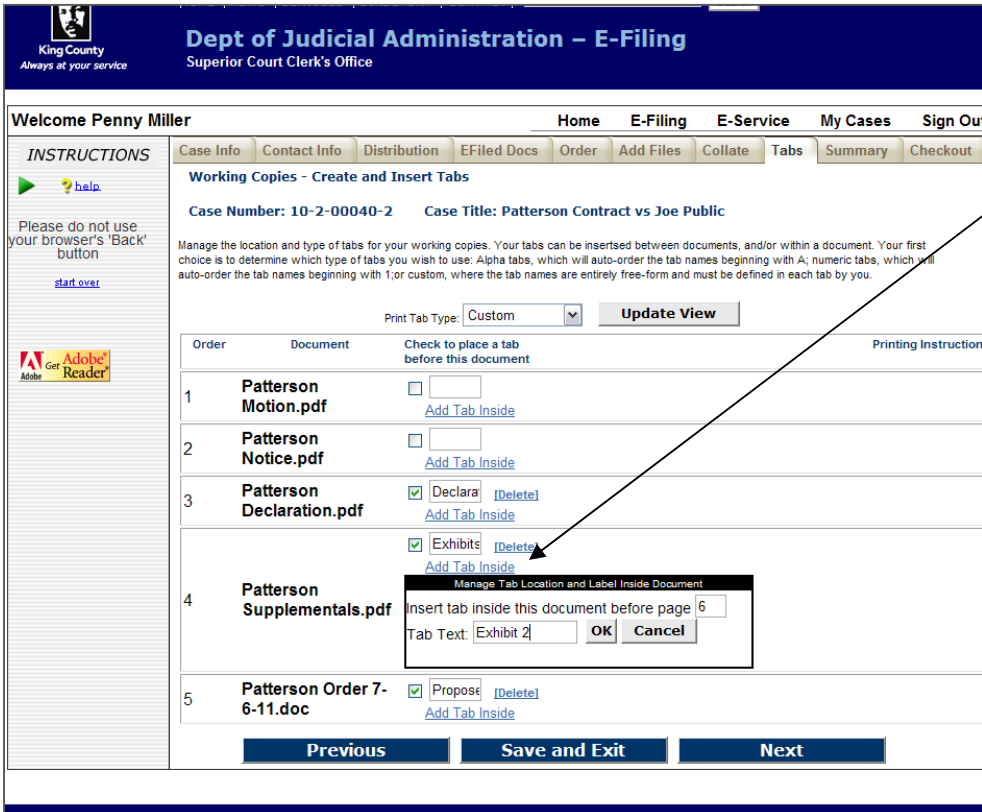
Update View

Order	Document	Check to place a tab before this document
1	Patterson Motion.pdf	<input checked="" type="checkbox"/>
2	Patterson Notice.pdf	<input type="checkbox"/>
3	Patterson Declaration.pdf	<input checked="" type="checkbox"/>
4	Patterson Supplementals.pdf	<input checked="" type="checkbox"/>
5	Patterson Order 7-6-11.doc	<input checked="" type="checkbox"/>

Previous Save and Exit Next

Outside Tabs

- Place a checkmark next to the documents you wish to be preceded by an outside tab.
- Outside tabs can be *letters* from "A" to "Z", *numbers* from "1" up, or *custom text* up to 25 characters.
- You may select only one of these 3 options for outside tabs.
- Click 'Update View' to activate your selection.



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INSTRUCTIONS

help.

Please do not use your browser's 'Back' button

start over

Adobe Reader

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Create and Insert Tabs

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

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Print Tab Type: Custom

Update View

Order	Document	Check to place a tab before this document
1	Patterson Motion.pdf	<input type="checkbox"/>
2	Patterson Notice.pdf	<input type="checkbox"/>
3	Patterson Declaration.pdf	<input checked="" type="checkbox"/>
4	Patterson Supplementals.pdf	<input checked="" type="checkbox"/>
5	Patterson Order 7-6-11.doc	<input checked="" type="checkbox"/>

Previous Save and Exit Next

Inside Tabs

- Click 'Add Tab Inside'
- Enter the document page number where you wish to add a tab.
- Inside tabs are placed *prior* to the selected pages.
- Inside tab text is always custom.
- You may add as many inside tabs as necessary in your document.
- When finished click 'Next'

How to Submit eWorking Copies Without First E-Filing a Document

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Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Summary of Working Copies Files and printing options [PRINT](#)

Case Information

UNOFFICIAL - NOT YET COMPLETE

Case Title: Patterson Contract vs Joe Public
Case Number: 10-2-00040-2
Judge: Yu
Oral Argument Time: 1:30 PM
Hearing Date: 7/6/2011
Hearing Location: SEA
Type of Submission: motion
Submitting Party: Penny Miller Phone: 206-296-9300 Email: p.miller@andersonlaw.com

Costs and Fees

Working Copies submission and printing costs are \$20. In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards and 1.49 for internet checks.

Distribution List

Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name
1	Patterson Motion.pdf
2	Patterson Notice.pdf
3	Patterson Declaration.pdf <ul style="list-style-type: none"> Tabs have been defined: Before this document. Tab Text: Declaration
4	Patterson Supplementals.pdf <ul style="list-style-type: none"> Tabs have been defined: Before this document. Tab Text: Exhibit 1 Inside this document before page 6 Tab Text: Exhibit 2
5	Patterson Order 7-6-11.doc <ul style="list-style-type: none"> Tabs have been defined: Before this document. Tab Text: Proposed Order

Previous Save and Exit Next

Review the Summary Screen

- Confirm all of the submission information is correct.
- If corrections are needed, you may use the 'Previous' button to navigate back to any of the previous screens.
- When finished click 'Next'.

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Checkout

You have not yet submitted your working copies for printing and delivery to the court!

To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

☐ Payment Voucher

Previous Save and Exit

Purchase this Working Copies Request Now

Continue to eCommerce




- Click 'Purchase this Working Copies Request Now' to continue.
- You then will be redirected to the King County's eCommerce screen, where you will begin the payment process for the eWorking Copies transaction.
- Approved government agencies may pay using a voucher by checking 'Payment Voucher'.

How to Submit eWorking Copies Without First E-Filing a Document

Payment Method >>	Payment Details	Review	Confirmation	Cart	Help/FAQ						
Select Payment Method <table border="1"> <tr> <td>Payment Method</td> <td>Credit Card</td> </tr> </table>				Payment Method	Credit Card	<table border="1"> <tr> <td>Cart</td> <td>Total: \$20.00</td> </tr> <tr> <td colspan="2">Item Count: 1</td> </tr> </table>		Cart	Total: \$20.00	Item Count: 1	
Payment Method	Credit Card										
Cart	Total: \$20.00										
Item Count: 1											
Navigation <table border="1"> <tr> <td>Cancel</td> <td>Continue</td> </tr> </table>				Cancel	Continue						
Cancel	Continue										

eCommerce Payment Method

- Select a payment method (Credit Card or Internet Check) and click 'Continue'.

Payment Method	Payment Details >>	Review	Confirmation	Cart	Help/FAQ																					
King County Ecommerce Credit Card Payment <small>King County Always at your service</small>																										
Personal Information <table border="1"> <tr> <td>Payment Account Type</td> <td>Personal</td> </tr> <tr> <td>Contact First Name</td> <td>Penny</td> </tr> <tr> <td>Contact Last Name</td> <td>Miller</td> </tr> <tr> <td>Business Name</td> <td>NA</td> </tr> <tr> <td>Day time phone</td> <td>206-296-9300</td> </tr> <tr> <td>Email</td> <td>p.miller@andersonlaw.com</td> </tr> <tr> <td>Confirm Email</td> <td>p.miller@andersonlaw.com</td> </tr> </table>					Payment Account Type	Personal	Contact First Name	Penny	Contact Last Name	Miller	Business Name	NA	Day time phone	206-296-9300	Email	p.miller@andersonlaw.com	Confirm Email	p.miller@andersonlaw.com	<table border="1"> <tr> <td>Cart</td> <td>Total: \$22.49</td> </tr> <tr> <td colspan="2">Item Count: 1</td> </tr> <tr> <td colspan="2">Convenience Fee: \$2.49</td> </tr> </table>		Cart	Total: \$22.49	Item Count: 1		Convenience Fee: \$2.49	
Payment Account Type	Personal																									
Contact First Name	Penny																									
Contact Last Name	Miller																									
Business Name	NA																									
Day time phone	206-296-9300																									
Email	p.miller@andersonlaw.com																									
Confirm Email	p.miller@andersonlaw.com																									
Cart	Total: \$22.49																									
Item Count: 1																										
Convenience Fee: \$2.49																										
Address Information <table border="1"> <tr> <td>Address</td> <td>516 Third Ave</td> </tr> <tr> <td>Address 2</td> <td></td> </tr> <tr> <td>City</td> <td>Seattle</td> </tr> <tr> <td>State/Province</td> <td>WASHINGTON</td> </tr> <tr> <td>Zip Code</td> <td>98104</td> </tr> </table>					Address	516 Third Ave	Address 2		City	Seattle	State/Province	WASHINGTON	Zip Code	98104												
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City	Seattle																									
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Payment Account Information <table border="1"> <tr> <td>Accepted Cards</td> <td></td> </tr> <tr> <td>Credit Card Number</td> <td>4055011111111111</td> </tr> <tr> <td>Verification Code</td> <td>123 Help with this field</td> </tr> <tr> <td>Expiration Month</td> <td>01</td> </tr> <tr> <td>Expiration Year</td> <td>2017</td> </tr> </table>					Accepted Cards		Credit Card Number	4055011111111111	Verification Code	123 Help with this field	Expiration Month	01	Expiration Year	2017												
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Credit Card Number	4055011111111111																									
Verification Code	123 Help with this field																									
Expiration Month	01																									
Expiration Year	2017																									
Navigation <table border="1"> <tr> <td>Cancel</td> <td>Continue</td> </tr> </table>					Cancel	Continue																				
Cancel	Continue																									

Payment Information

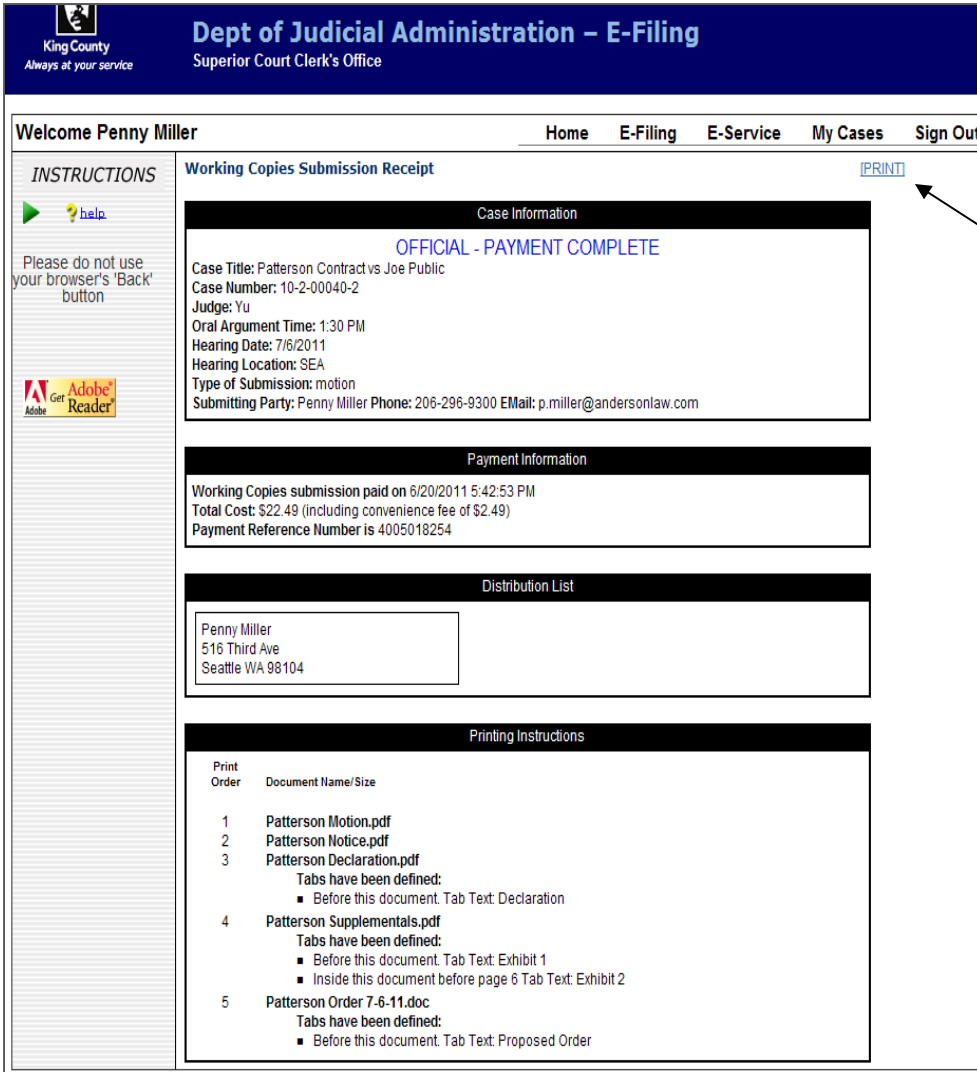
- Enter the requested information. When finished click 'Continue'.
- An eCommerce transaction fee will be added to the total based on payment method, \$2.49 for a credit card and \$1.49 for an Internet Check.

Payment Method	Payment Details	Review >>	Confirmation	Cart	Help/FAQ																									
Confirm Payment Information <table border="1"> <tr> <td>Payment Amount</td> <td>\$22.49</td> </tr> <tr> <td>Name</td> <td>Penny Miller</td> </tr> <tr> <td>Daytime Phone</td> <td>2062969300</td> </tr> <tr> <td>Email</td> <td>p.miller@andersonlaw.com</td> </tr> <tr> <td>Address</td> <td>516 Third Ave</td> </tr> <tr> <td>Address 2</td> <td></td> </tr> <tr> <td>City</td> <td>Seattle</td> </tr> <tr> <td>State</td> <td>WA</td> </tr> <tr> <td>Zip Code</td> <td>98104</td> </tr> </table>					Payment Amount	\$22.49	Name	Penny Miller	Daytime Phone	2062969300	Email	p.miller@andersonlaw.com	Address	516 Third Ave	Address 2		City	Seattle	State	WA	Zip Code	98104	<table border="1"> <tr> <td>Cart</td> <td>Total: \$22.49</td> </tr> <tr> <td colspan="2">Item Count: 1</td> </tr> <tr> <td colspan="2">Convenience Fee: \$2.49</td> </tr> </table>		Cart	Total: \$22.49	Item Count: 1		Convenience Fee: \$2.49	
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Item Count: 1																														
Convenience Fee: \$2.49																														
Credit Card Information <table border="1"> <tr> <td>Card Card Number</td> <td>4055011111111111</td> </tr> <tr> <td>Verification Code</td> <td>123</td> </tr> <tr> <td>Expiration Month</td> <td>01</td> </tr> <tr> <td>Expiration Year</td> <td>2017</td> </tr> </table>					Card Card Number	4055011111111111	Verification Code	123	Expiration Month	01	Expiration Year	2017																		
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Navigation <table border="1"> <tr> <td>Important!</td> <td>To ensure that your payment confirmation email is not blocked by a filter, please add our "From" e-mail address (KingCountyEcommerce@metrokc.gov) to your address book or safe list.</td> </tr> <tr> <td colspan="2"> <table border="1"> <tr> <td>Cancel</td> <td>Submit</td> </tr> </table> </td> </tr> </table>					Important!	To ensure that your payment confirmation email is not blocked by a filter, please add our "From" e-mail address (KingCountyEcommerce@metrokc.gov) to your address book or safe list.	<table border="1"> <tr> <td>Cancel</td> <td>Submit</td> </tr> </table>		Cancel	Submit																				
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Payment Review

- At the review screen, confirm your payment information and click 'Submit' to continue.

How to Submit eWorking Copies Without First E-Filing a Document



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Superior Court Clerk's Office

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INSTRUCTIONS

Please do not use your browser's 'Back' button

Working Copies Submission Receipt [\[PRINT\]](#)

Case Information

OFFICIAL - PAYMENT COMPLETE

Case Title: Patterson Contract vs Joe Public
Case Number: 10-2-00040-2
Judge: Yu
Oral Argument Time: 1:30 PM
Hearing Date: 7/6/2011
Hearing Location: SEA
Type of Submission: motion
Submitting Party: Penny Miller Phone: 206-296-9300 Email: p.miller@andersonlaw.com

Payment Information

Working Copies submission paid on 6/20/2011 5:42:53 PM
Total Cost: \$22.49 (including convenience fee of \$2.49)
Payment Reference Number is 4005018254

Distribution List


Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name/Size
1	Patterson Motion.pdf
2	Patterson Notice.pdf
3	Patterson Declaration.pdf Tabs have been defined: ■ Before this document. Tab Text: Declaration
4	Patterson Supplementals.pdf Tabs have been defined: ■ Before this document. Tab Text: Exhibit 1 ■ Inside this document before page 6 Tab Text: Exhibit 2
5	Patterson Order 7-6-11.doc Tabs have been defined: ■ Before this document. Tab Text: Proposed Order

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My Cases – Working Copies Status

E-File Progress E-File Status Ex Parte Status **WCopies Status**

Document(s) pending or submitted to the Clerk. Select Status column link for additional information.

Case Number	Submitted Date/Time	Created Date/Time	Status	File Name
02-2-99999-9 TEST 1234		06/21/2011 07:36:03 AM	Not Submitted	
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Motion.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Notice.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Declaration.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Order 7-6-11.doc

My Cases > WCopies Status

- To access a copy of your eWorking Copies confirmation receipt go to the WCopies Status tab under My Cases and click the 'Submitted' link. Accessible for 30 days.
- To complete a eWorking Copies action in-progress, click a status link of 'Not Submitted'. Accessible for 5 days.